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GOVERNOR

State of Louisiana
Statewide Interoperability Executive Committee
<http://www.ohsep.louisiana.gov/interop.htm>

BRANT MITCHELL
CHAIRMAN

SONYA WILEY-GREMILION
VICE CHAIRMAN

POLICY NAME: STATEWIDE SYSTEM ACCESS POLICY

POLICY NUMBER: 09-002

EFFECTIVE DATE: DRAFT

Statewide System Access Policy

I. Authorized Statewide System Access

The state of Louisiana authorizes access to the statewide 700 MHz/800 MHz Project 25 System (P25 System) infrastructure for authorized federal and state first responder agencies, as well as authorized local entities that wish to operate on the system that have eligibility in the Public Safety Radio Pool as described in Federal Communications Commission Rules and Regulation (47 CFR-Part 90), more clearly defined below.

Authorized agencies accessing the P25 system will have subscriber units that are Project 25 compliant and capable of operating on both the 700 MHz and 800 MHz bands.

The term "first responder" will include, but not be limited to: fire departments (state and local), law enforcement (state, local, school, port security, private security, industry, tribal), EMS/Ambulance (public and private), public health, hospitals (public and private), clinics (public and private), emergency management, public works and utilities, response volunteers (VOAD, Red Cross, etc.), shelter operations and the Louisiana National Guard.

Other public and private agencies, not defined above must obtain authorization to access the P25 system from the Statewide Interoperability Executive Committee (SIEC) by submitting a letter of application to the Chairman requesting access.

II. P25 System Access Process

Requesting Agencies must follow the steps below to gain access the statewide system:

- **First Responder Agencies** and/or **Non First Responder Agencies** *(who already have subscriber units on the P25 system)*

The following must be submitted to the SIEC Chairman:

- Radio ID Request (Appendix D)
- If additional talkgroups are required, Submit User Agency Talk Group Request (Appendix C - Sample Only)

- **First Responder Agencies** and/or **Non First Responder Agencies** *(who do not have subscriber units on the P25 system)*

The SIEC requires all First Responder and Non First Responder Agencies to submit their Request for System Access to the Regional Interoperability Working Group for a letter of endorsement. In the absent of a Regional Working Group, the letter may be sent directly to the SIEC Chairman.

The following must be submitted to the SIEC Chairman:

- Letter to Request System Access (Appendix A-Sample Only)
- Agency Information Form (Appendix B)
- User Agency Talk Group Request (Appendix C - Sample Only)
- Radio ID Request (Appendix D)

Contact Information for SIEC:

Brant Mitchell, Chairman
Statewide Interoperability Executive Committee
7667 Independence Blvd.
Baton Rouge, LA 70806
225-925-7332 Office
225-925-7348 Fax
bmitchell@ohsep.louisiana.gov

III. Responsibilities

Chairman, SIEC

- ***First Responder and Non-First Responder Agencies:***
 - Confirm receipt to Requesting Agency of their Letter of Application
 - Present Letter of Application to SIEC with technical analysis on capacity requirements for the affected area
 - Notify Requesting Agency if Application was Approved/Denied
 - Upon approved Application, immediately forward to DPS, Radio Communications
 - Confirm access to the P25 system is completed by DPS, Radio Communications
 - Provide notification to requesting agency their radios can be programmed
 - Upon denied Application, the SIEC will provide a Letter of Explanation to the Requesting Agency as to the reason for the decision

Department of Public Safety (DPS), Radio Communications

- Upon receipt of information, DPS, Radio Communications will work with the Requesting Agency and provide the following:
 - User Security Group
 - User "Talk Group Prefix"
 - Individual Radio IDs
 - Individual Talk Group IDs
- Notify SIEC Chairman that all required information has been entered into the P25 system management terminal and Requesting Agency is able to access the system.
- If a request for P25 system access is received directly by DPS, Radio Communications they will forward the request to the SIEC Chairman prior to initiating any system access process.

Contact Information for DPS, Radio Communications:

DPS, Radio Communications
8001 Independence Blvd.
Baton Rouge, LA 70806
225-925-6036 Office
225-925-7003 Fax
radio.communications@dps.la.gov

IV. Subscriber Unit Programming

Programming of subscriber units will be arranged by the Requesting Agencies.

Advanced keys will be purchased by Requesting Agency from vendor and provided to DPS, Radio Communications to load initial programming and returned to Requesting Agency for self programming. All subscriber units will be programmed as designated per the Interoperable Channels and Talkgroups Policy. To program advanced keys with other agencies talk groups, a Letter of Approval from the respective agency will be provided to programmer.

DATE

Brant Mitchell, Chairman
Statewide Interoperability Executive Committee
7667 Independence Blvd.
Baton Rouge, LA 70806

RE: Statewide System Access

Dear Mr. Mitchell:

The REQUESTING AGENCY request access to join the state of Louisiana Project 25 700 MHz and 800 MHz communications system. Our agency will have approximately XXX portable units and XXX mobile units.

For Non First Responder Agencies: Please provide an explanation as to the agency's direct contribution to public safety.

If you have any questions please contact CONTACT NAME at CONTACT PHONE NUMBER or by email at CONTACT EMAIL ADDRESS.

Sincerely,

Signature of Authorized Official

Title of Authorized Official

**State of Louisiana
Statewide Communications System**

User Information Form

COMPLETE ONE (1) APPLICATION PER AGENCY

1. NAME OF AGENCY/DEPARTMENT/SECTION: _____

CONTACT PERSON/TITLE: _____

PHONE NUMBER# _____ FAX # _____

MAILING ADDRESS: _____

EMAIL ADDRESS: _____

If you would like your agency to receive radio system problem notifications, please provide email addresses below to which you would like to receive the notifications. This purpose would **only be for Radio System Problem** notifications.

EMAIL ADDRESS: _____

EMAIL ADDRESS: _____

2. DEPARTMENT SPECIFIC INFORMATION:

A. IMMEDIATE ACCESS: # OF PORTABLES _____ # OF MOBILES _____

B. ANTICIPATED GROWTH WITHIN THE NEXT 1 YEAR: PORTABLES _____ MOBILES _____

C. ANTICIPATED GROWTH WITHIN THE NEXT 5 YEARS: PORTABLES _____ MOBILES _____

D. NUMBER OF TALKGROUPS NEEDED FOR YOUR AGENCIES PRIVATE USE: _____

3. DESCRIPTION OF DEPARTMENT DISPATCH FACILITIES:

HOURS OF OPERATION _____

4. LIST THE NAMES AND TITLE OF ALTERNATE INDIVIDUALS AUTHORIZED TO REQUEST ANY INFORMATION OR RADIO IDENTIFICATION NUMBER:

SIGNATURE

DATE

SIGNATURE

DATE

Question regarding this form should be directed to the following:

DPS, Radio Communications

Email: Radio.Communications@dps.la.gov

Phone: 225-925-6036

Fax: 225-925-7003

**State of Louisiana
Statewide Communications System**

User Agency Talk Group Form-Sample

User Agency Name: _____

**Complete only the first column*

TALKGROUP OR MULTIGROUP ALIAS	700 DECIMAL ID	700 HEX ID
Agncy-Dispatch1	PROVIDED BY DPS-RC	PROVIDED BY DPS-RC
Agncy-Dispatch2	PROVIDED BY DPS-RC	PROVIDED BY DPS-RC
Agncy-Swat1	PROVIDED BY DPS-RC	PROVIDED BY DPS-RC
Agncy-Swat2	PROVIDED BY DPS-RC	PROVIDED BY DPS-RC
Agncy-FireDisp1	PROVIDED BY DPS-RC	PROVIDED BY DPS-RC
Agncy-FireDisp2	PROVIDED BY DPS-RC	PROVIDED BY DPS-RC
Agncy-SO TG 1	PROVIDED BY DPS-RC	PROVIDED BY DPS-RC
Agncy-SO TG 2	PROVIDED BY DPS-RC	PROVIDED BY DPS-RC
Agncy-SO TG 3	PROVIDED BY DPS-RC	PROVIDED BY DPS-RC

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8667 Independence Blvd.
Baton Rouge, LA 70806
(225) 925-6036 Office
(225) 925-7003 Fax
radio.communications@dps.la.gov

State of Louisiana
Statewide Communications System
User Agency Radio ID Request Form-Sample

User Agency: _____

Requested By: _____

Date: _____

Phone #: _____

#	RADIO SERIAL #	MODELTYPE	MODEL NAME	ALIAS	P25 HEX	P25 DECIMAL
1	999BFG0000	XTS2500	MOTOROLA	HQ-789	PROVIDED BY DPS-RC	PROVIDED BY DPS-RC
2	999BFG0001	XTL2500	MOTOROLA	HQ-790	PROVIDED BY DPS-RC	PROVIDED BY DPS-RC
3	999BFG0002	XTS5000	MOTOROLA	HQ-791	PROVIDED BY DPS-RC	PROVIDED BY DPS-RC
4	999BFG0003	XTL5000	MOTOROLA	HQ-792	PROVIDED BY DPS-RC	PROVIDED BY DPS-RC
5	8767B5004	EFJ-51SL	EF JOHNSON	HQ-793	PROVIDED BY DPS-RC	PROVIDED BY DPS-RC
6	8767B5005	EFJ-51SL	EF JOHNSON	HQ-794	PROVIDED BY DPS-RC	PROVIDED BY DPS-RC
7	8767B5006	EFJ5100	EF JOHNSON	HQ-795	PROVIDED BY DPS-RC	PROVIDED BY DPS-RC
8	8767B5007	EFJ5100	EF JOHNSON	HQ-796	PROVIDED BY DPS-RC	PROVIDED BY DPS-RC
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Baton Rouge, LA 70806
(225) 925-6036 Office
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